

**SUPPLEMENTAL APPLICATION**

In addition to this supplement, please submit all relevant ACORD® applications and schedules.

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**GENERAL INFORMATION**

Page 1 of 3

**1. ENTITY**

Application Date: \_\_\_\_\_ FEIN: \_\_\_\_\_

Legal Name of Entity: \_\_\_\_\_

Extended Named Insured(s): \_\_\_\_\_

Entity Population: \_\_\_\_\_ Web site address: \_\_\_\_\_

Quote Due Date: \_\_\_\_\_

Type of Entity:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Borough                     | <input type="checkbox"/> Homeowners' Association              | <input type="checkbox"/> Reclamation District |
| <input type="checkbox"/> Cemetery District           | <input type="checkbox"/> Investor-Owned Utility               | <input type="checkbox"/> Sewer District       |
| <input type="checkbox"/> City                        | <input type="checkbox"/> Irrigation District                  | <input type="checkbox"/> Town                 |
| <input type="checkbox"/> Community Services District | <input type="checkbox"/> Memorial District                    | <input type="checkbox"/> Township             |
| <input type="checkbox"/> Conservation District       | <input type="checkbox"/> Municipal / Special Utility District | <input type="checkbox"/> Village              |
| <input type="checkbox"/> District Operations – Other | <input type="checkbox"/> Mutual Water Company                 | <input type="checkbox"/> Water District       |
| Identify: _____                                      | <input type="checkbox"/> Public Entity - Other                |   |
| <input type="checkbox"/> Hamlet                      | Identify: _____   |   |

**2. SUBMITTING AGENCY**

All agents participating in this program must comply with their state licensing requirements. Please indicate your current resident license in the space provided.

Agency: \_\_\_\_\_

Agency License No.: \_\_\_\_\_

State: \_\_\_\_\_

FEIN: \_\_\_\_\_

**3. OPERATIONS INFORMATION**

Identify the number of each:

- |  |   |
|--|---|
| _____ Board Members, Public Officials, Directors or Officers | _____ Temporary or Seasonal Workers                       |
| _____ Full-Time Paid Employees                               | _____ Volunteers (do not include volunteer board members) |
| _____ Part-Time Paid Employees                               |   |

How long have the board members and management team served? \_\_\_\_\_

Yes  No Does the entity fund, operate or control other boards, commissions or authorities? If "Yes," explain:  
\_\_\_\_\_

Yes  No Does the entity provide employees or equipment to any local government? If "Yes," explain:  
\_\_\_\_\_

Yes  No Are certificates of insurance required from the entity's subcontractors? If "Yes," what are the minimum limits required? \_\_\_\_\_

Yes  No Does the entity utilize a uniform written contract for all subcontractors? If "Yes," check those items that are included:  
 Additional Insured Status on a Primary and Non-Contributory Basis  
 Hold Harmless wording  
 Defense and Indemnification wording

Yes  No Is the entity named as an additional insured on subcontractors' liability policies?

Yes  No Does the entity have a formalized risk management procedure or program? If "Yes," check those items that are included:  
 Written Safety or Loss Prevention Manual  
 Employee training meeting  
 Property or equipment inspection and maintenance logs  
 Procedures to prevent and report sexual harassment  
 Accident investigation program

Describe any other formal or informal operating controls.

\_\_\_\_\_

\_\_\_\_\_

Yes  No Are "mutual aid" agreements in place with other local governments? If "Yes," identify: \_\_\_\_\_

\_\_\_\_\_

Yes  No Are these "mutual aid" agreements formal agreements?

**4. EXPIRING INFORMATION**

Line of Coverage	Carrier	Limit	Occ/CM	Retro Date	Ded.	Premium
Property						
Earthquake						
Flood						
Equipment / Inland Marine						
Crime						
General Liability						
Law Enforcement Liability						
Professional Healthcare Liability						
Public Officials Liability						
Management Liability						
Employment Practices Liability						
Auto Liability						
Auto Physical Damage						
Excess Liability						
Other:						

**5. LARGE LOSS HISTORY**

Loss history for each insurance coverage requested must be verified through submission of loss experience reports. Reports must be currently valued and include the current expiring policy term plus four (4) preceding policy terms. Please provide details of any loss greater than \$10,000 (including expenses) in the table below.

Date of Claim	Description of Claim	Total Incurred (Paid + Reserve + Expense)	Is Claim Still Open?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

**6. COVERAGE REQUESTED**

<input type="checkbox"/> Auto	<input type="checkbox"/> Employment Practices Liability
<input type="checkbox"/> Property	<input type="checkbox"/> Excess Liability
<input type="checkbox"/> Inland Marine	<input type="checkbox"/> Dam Failure Coverage
<input type="checkbox"/> Crime	<input type="checkbox"/> Flood
<input type="checkbox"/> General Liability	<input type="checkbox"/> Earthquake
<input type="checkbox"/> Law Enforcement Liability	<input type="checkbox"/> Water & Wastewater Professional Liability
<input type="checkbox"/> Fire & EMS / Professional Healthcare Liability	<input type="checkbox"/> Other:
<input type="checkbox"/> Public Officials & Management Liability	

The Property coverage form includes Real Property (Coverage A) and Personal Property (Coverage B) based on the insured values submitted as part of this application. Loss of Income (Coverage C) and Extra Expense (Coverage D) are each included at a limit of \$250,000 per occurrence. Additional limits for Loss of Income and Extra Expense may be selected below. The Property form includes the following extensions of coverage:

Coverage Extension	Limits Included
Accounts Receivable *	\$50,000 Limit Included
Commandeered Property	Replacement cost plus loss of use
Debris Removal Expenses	25% of Direct Loss plus an added \$10,000
Equipment Breakdown	Up to applicable Property Limits for Coverage A, B, C & D  Reduced limits apply to Expediting Expenses, Hazardous Substances, Spoilage, Computer Equipment and Data Restoration
Fine Arts *	\$50,000 Per Occurrence
Fire Department Charges	\$5,000 Per Occurrence
Fire Equipment Recharge Costs	All necessary and reasonable costs
Limited Coverage for Fungus	\$25,000 Policy Aggregate
Newly Acquired or Under Construction Real Property & Related Personal Property	\$1,000,000 Per Occurrence Coverage A \$500,000 Per Occurrence Coverage B
Ordinance Coverage	Included for Replacement Cost
Outdoor Property *	\$50,000 Per Occurrence
Personal Effects	\$5,000 Per Occurrence
Pollution Remediation Expenses	\$100,000 Aggregate
Preservation of Property	Coverage A and B Limits Apply
Real Property or Personal Property In Transit or Temporarily Off Premises *	\$25,000 Per Occurrence
Software	\$500,000 Per Occurrence
Supplementary Provisions for Loss of Income and Extra Expense	Actual Loss Sustained for 30 days for new buildings and fund raising activities
Trees, Shrubs, Plants, and Lawns	\$10,000 Per Occurrence, \$1,000 Per Item
Valuable Papers and Records *	\$50,000 Per Occurrence

\* Optional limits are available and may be requested below.

- Limit of Insurance: \_\_\_\_\_ (A Statement of Values signed by the Insured is required for Blanket Limits.)  
 Policy Blanket  
 Premises Blanket  
 Individual
- Property Deductible requested?  
 \$500 default       \$5,000       \$25,000       \$100,000  
 \$1,000       \$10,000       \$50,000  
 \$2,500       \$15,000       \$75,000
- Loss of Income Limit requested? \_\_\_\_\_ \$250,000 is the default minimum
- Extra Expense Limit requested? \_\_\_\_\_ \$250,000 is the default minimum
- Accounts Receivable Limit requested?  
 \$50,000 automatically included  
 \$250,000 optional  
 \$500,000 optional  
 \$1,000,000 optional

6. Fine Arts Blanket Limit requested? Fine arts means property that is rare or that has historic or artistic value, including antiques, rare articles, etchings, pictures, statuary, marbles, bronzes, porcelains and similar property for which you have secured a certified appraisal.
- \$50,000 automatically included  
 \$100,000 optional

If the entity has an individual item or the total fine art limit of all items exceeds the above blanket limit, please provide a schedule of all fine arts.

7. Outdoor Property Limit requested?  
 \$50,000 automatically included  
 \$100,000 optional  
 \$150,000 optional
8. Property in Transit or Off Premises Limit requested?  
 \$25,000 automatically included  
 \$50,000 optional  
 \$100,000 optional  
 \$250,000 optional

9. Valuable Papers and Records Limit requested?  
 \$50,000 automatically included  
 \$250,000 optional  
 \$500,000 optional  
 \$1,000,000 optional

10. What valuation % applies to the submitted property values? If 100% values are provided, the coinsurance requirement is waived for Premises Blanket. Minimum of 90% coinsurance required for Policy Blanket.  
 80%  
 90%  
 100%

11. Property Valuation?  
 Replacement Cost (required for Policy Blanket Limits)  
 Actual Cash Value  
 Functional Replacement Cost

12.  Yes  No Any vacant buildings?

13.  Yes  No Any buildings over 30 years old?

If "Yes," list premises, renovations, and date completed:

\_\_\_\_\_

\_\_\_\_\_

14.  Yes  No Do any pumps or motors exceed 750 HP?

15.  Yes  No Do any individual specialized equipment items exceed \$100,000 in value? Specialized equipment items include fuel cells, micro turbines, rotating biological contractors and submersible pumps.

16.  Yes  No Does the entity currently have any property in the "course of construction" or have any new additions, renovations or expansions planned?

If "Yes," describe: \_\_\_\_\_ Cost of construction: \_\_\_\_\_

17.  Yes  No Does the entity have any hydro-electric equipment?

If "Yes," describe: \_\_\_\_\_

18.  Yes  No Is optional Flood Coverage requested?  
If "Yes," Limit: \_\_\_\_\_ Deductible: \_\_\_\_\_  
Current Carrier: \_\_\_\_\_ Current Limit: \_\_\_\_\_

NOTE: Flood coverage cannot be provided for any premises determined to be in a 100-year flood zone or is eligible for the National Flood Insurance Program.

19.  Yes  No Are there any premises insured in the National Flood Program?  
If "Yes," identify and list the locations: \_\_\_\_\_

20.  Yes  No Is optional Earthquake Coverage requested?  
If "Yes," Limit: \_\_\_\_\_ Deductible: \_\_\_\_\_  
Current Carrier: \_\_\_\_\_ Current Limit: \_\_\_\_\_

21.  Yes  No Are any premises occupied 24 hours a day?  
If "Yes," identify and list the locations: \_\_\_\_\_

Property Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following options are available for the Inland Marine coverage form:

**Coverage A** provides RC coverage to Blanket Tools and Equipment, subject to the chosen occurrence limit and a per item maximum limit of \$10,000.

**Coverage B** provides RC or ACV coverage to Scheduled Equipment (high-valued tools and equipment such as air compressors, backhoes, etc.) with individual values greater than \$10,000 as per the schedule.

**Coverage C** provides GRC coverage to Emergency Services Equipment on a blanket basis (portable law enforcement, firefighting, ambulance, rescue and communications equipment) at the deductibles requested.

(ACV = Actual Cash Value; RC = Replacement Cost; GRC = Guaranteed Replacement Cost)

The Inland Marine form includes the following extensions of coverage:

Coverage Extension	Limits Included
Debris Removal Expenses	\$15,000 Per Occurrence
Tools and Equipment (Employee owned)	\$5,000 Per Occurrence
Emergency Services and Law Enforcement Personal Effects	Actual Replacement Cost
Non-owned Tools and Equipment and Emergency Services Equipment	\$10,000 Per Occurrence
Rented or Borrowed Equipment *	\$100,000 Per Occurrence
Newly Acquired Scheduled Equipment	30 Days
Watercraft and Personal Watercraft	Extends Coverage A and C for watercraft with <100hp for up to \$25,000 Per Occurrence

\*Optional Limits are available and may be requested below.

1. What Deductible is to apply for Coverage A and C? Coverage A and C must have the same deductible.
 

<input type="checkbox"/> \$250	<input type="checkbox"/> \$2,500	<input type="checkbox"/> \$15,000
<input type="checkbox"/> \$500	<input type="checkbox"/> \$5,000	<input type="checkbox"/> \$25,000
<input type="checkbox"/> \$1,000	<input type="checkbox"/> \$10,000	
  
2. What Deductible is to apply for Coverage B, if the same deductible is being used for all items?
 

<input type="checkbox"/> \$250	<input type="checkbox"/> \$2,500	<input type="checkbox"/> \$15,000
<input type="checkbox"/> \$500	<input type="checkbox"/> \$5,000	<input type="checkbox"/> \$25,000
<input type="checkbox"/> \$1,000	<input type="checkbox"/> \$10,000	
  
3.  Yes  No Does the entity maintain an equipment inventory?
  
4.  Yes  No Are all equipment items secured when not in use?
  
5. Rented or Borrowed Equipment Extension limit requested?
 

<input type="checkbox"/> \$100,000 automatically included
<input type="checkbox"/> \$250,000 optional at an increased premium
<input type="checkbox"/> \$500,000 optional at an increased premium

6. If Coverage C is requested, indicate the number for each of the following:

<u>Type</u>	<u>Code</u>	<u>Count</u>	<u>Type</u>	<u>Code</u>	<u>Count</u>
Pumper (Regular)	PR	_____	First Responder Vehicle	FR	_____
Pumper (LDH)	PLDH	_____	Police Car	LE	_____
Tanker	T	_____	Private Passenger Vehicle	OTH	_____
Pumper-Tanker	PT	_____	Snowmobile	OTH	_____
Mini Pumper	MP	_____	Antique	OTH	_____
Brush Vehicle	BV	_____	Bus	OTH	_____
Aerial Device	AD	_____	Tournament Vehicle	OTH	_____
Quint Regular	QR	_____	Service Vehicle (non-emergency)	OTH	_____
Quint Large Diameter Hose	QLDH	_____	Trailer	OTH	_____
Rescue Truck (Light)	RTL	_____	Fire Chief's Car	OTH	_____
Rescue Truck (Heavy)	RTH	_____	Municipal Car	OTH	_____
Ambulance (ALS)	ALS	_____	Motorcycle	OTH	_____
Ambulance (BLS)	BLS	_____	Dump Truck	OTH	_____
Chemical Material	CF	_____	Tow Truck	OTH	_____
Hazardous Material	HM	_____	Street Sweeper	OTH	_____
Air Cascade Vehicle	AC	_____	Other	OTH	_____
Salvage Vehicle	S	_____			_____

**Total Count:** \_\_\_\_\_

**7. Schedule of Law Enforcement Animals**

Please list any scheduled law enforcement animals.

Breed	Name	Sex	Year of Birth	Agreed Value

Inland Marine Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The Crime coverage form has limits of insurance available as shown in the chart below.

1. Limits Option requested? (Select one of the following)

Limits Option	Employee Theft	Forgery or Alteration	Inside the Premises		Outside the Premises	Computer Fraud	Funds Transfer Fraud	Money Orders
			Theft of Money & Securities	Robbery/Safe Burglary				
<input type="checkbox"/> 1	\$10,000	\$10,000	\$10,000	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000
<input type="checkbox"/> 2	\$25,000	\$25,000	\$25,000	\$5,000	\$25,000	\$10,000	\$10,000	\$10,000
<input type="checkbox"/> 3	\$50,000	\$50,000	\$50,000	\$5,000	\$50,000	\$25,000	\$25,000	\$25,000
<input type="checkbox"/> 4	\$100,000	\$100,000	\$100,000	\$5,000	\$100,000	\$50,000	\$50,000	\$50,000
<input type="checkbox"/> 5	\$250,000	\$250,000	\$250,000	\$5,000	\$250,000	\$100,000	\$100,000	\$100,000
<input type="checkbox"/> 6	\$500,000	\$250,000	\$250,000	\$5,000	\$250,000	\$100,000	\$100,000	\$100,000
<input type="checkbox"/> 7	\$1,000,000	\$250,000	\$250,000	\$5,000	\$250,000	\$100,000	\$100,000	\$100,000
<input type="checkbox"/> 8	\$1,500,000	\$250,000	\$250,000	\$5,000	\$250,000	\$100,000	\$100,000	\$100,000
<input type="checkbox"/> 9	\$2,000,000	\$250,000	\$250,000	\$5,000	\$250,000	\$100,000	\$100,000	\$100,000

Note: Money and Securities is only offered within the Crime coverage form.

2. Deductible requested? (Deductibles above \$1,000 are only available with Limits Options 5, 6, 7, 8 and 9.)
- |                                  |                                   |                                   |
|----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> \$250   | <input type="checkbox"/> \$2,500  | <input type="checkbox"/> \$15,000 |
| <input type="checkbox"/> \$500   | <input type="checkbox"/> \$5,000  | <input type="checkbox"/> \$25,000 |
| <input type="checkbox"/> \$1,000 | <input type="checkbox"/> \$10,000 |                                   |

3. Crime Type requested?
- Commercial Crime (used for private entities)
- Government Crime (used for public entities)

4.  Yes  No Is Employee Theft per Employee needed? (Government Crime Form only)

5.  Yes  No Is Faithful Performance Coverage needed? (Government Crime Form only)

6.  Yes  No Are Specific Excess Limits required for Employee Theft? If "Yes," specify names or positions:

Name	Excess Limit*

Position	Location of Covered Position	# in Position	Excess Limit*

The Employee Theft Limit plus the requested Specific Excess Limit must equal one of these Total Limits:

- |          |           |             |             |
|----------|-----------|-------------|-------------|
| \$25,000 | \$100,000 | \$500,000   | \$1,500,000 |
| \$50,000 | \$250,000 | \$1,000,000 | \$2,000,000 |

**Valid example:** Option 1 Employee Theft Limit of \$10,000 + Position Excess Limit\* of \$15,000 = a \$25,000 Total Limit.  
 Option 5 Employee Theft Limit of \$250,000 + Position Excess Limit\* of \$250,000 = a \$500,000 Total Limit.

**Invalid example:** Option 1 Employee Theft Limit of \$10,000 + Position Excess Limit\* of \$50,000 = an invalid \$60,000 Total Limit

Note: Surety Bonds and Public Officials bonds are not available.

7. Indicate what security provisions apply and identify how often:

- Audit \_\_\_\_\_
- Bank statements \_\_\_\_\_
- Countersignature \_\_\_\_\_

- Reconciliations \_\_\_\_\_
- Other \_\_\_\_\_

8. Number of ratable employees? \_\_\_\_\_

Crime Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The General Liability coverage form includes the following coverages and limits:

<b>Coverage A.</b> Bodily Injury and Property Damage Liability Limit also applies to Property Damage to Premises Rented to You	\$1,000,000 Each Occurrence
<b>Coverage B.</b> Personal and Advertising Injury Liability	\$1,000,000 Any One Person or Organization
<b>Coverage C.</b> Medical Expense	\$10,000 Any One Person
General Aggregate	\$3,000,000
Products and Completed Operations Aggregate	\$3,000,000

Blanket additional insured is included in the core form when required by a written contract.

**Exposure Summary** (check all that apply)

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Aircrafts   | <input type="checkbox"/> Exhibit Halls or Meeting Areas               | <input type="checkbox"/> Law Enforcement Activities             | <input type="checkbox"/> Skateboard Activities                    |
| <input type="checkbox"/> Airports  | <input type="checkbox"/> Fire Departments                             | <input type="checkbox"/> Libraries                              | <input type="checkbox"/> Ski Areas – all                          |
| <input type="checkbox"/> Ambulance Services                                    | <input type="checkbox"/> Fireworks Exhibits                           | <input type="checkbox"/> Memorial Districts                     | <input type="checkbox"/> Storm Sewers                             |
| <input type="checkbox"/> Amusement Parks                                       | <input type="checkbox"/> Garbage Collection                           | <input type="checkbox"/> Marinas                                | <input type="checkbox"/> Streets & Roads – Cleaning               |
| <input type="checkbox"/> Bleachers, Grandstands or Stadiums (> 5,000 capacity) | <input type="checkbox"/> Gas Utilities                                | <input type="checkbox"/> Museums or Historical Societies        | <input type="checkbox"/> Streets & Roads – Maintenance            |
| <input type="checkbox"/> Boat Docks  | <input type="checkbox"/> Golf Courses                                 | <input type="checkbox"/> Nursing Homes                          | <input type="checkbox"/> Streets & Roads – Construction or Paving |
| <input type="checkbox"/> Bridges   | <input type="checkbox"/> Halfway Houses, Shelters, Group Homes        | <input type="checkbox"/> Parks and Playgrounds                  | <input type="checkbox"/> Swimming Areas, Pools or Beaches         |
| <input type="checkbox"/> Campgrounds   | <input type="checkbox"/> Hospitals or Medical Clinics                 | <input type="checkbox"/> Potable Water                          | <input type="checkbox"/> Transit Operations                       |
| <input type="checkbox"/> Carnivals, Fairs, Parades                             | <input type="checkbox"/> Hydro-electric Generation                    | <input type="checkbox"/> Ports, Harbors, Terminals              | <input type="checkbox"/> Utility Construction or Repair           |
| <input type="checkbox"/> Cemetery Operations                                   | <input type="checkbox"/> Ice or Roller Skating Rinks                  | <input type="checkbox"/> Private Security Operations            | <input type="checkbox"/> Vacant Land                              |
| <input type="checkbox"/> Chemical Spraying – Pesticide/Herbicide               | <input type="checkbox"/> Industrial Buildings for Redevelopment       | <input type="checkbox"/> Public Housing Authorities or Projects | <input type="checkbox"/> Wastewater Operations                    |
| <input type="checkbox"/> Dams, Dikes, Lakes, Reservoirs or Levees              | <input type="checkbox"/> Irrigation Ditches                           | <input type="checkbox"/> Rescue Squads                          | <input type="checkbox"/> Wastewater Plants                        |
| <input type="checkbox"/> Day Cares, Day Camps, Day Nurseries                   | <input type="checkbox"/> Irrigation Operations                        | <input type="checkbox"/> Rental Facilities                      | <input type="checkbox"/> Watercraft (>100 hp)                     |
| <input type="checkbox"/> Dwellings   | <input type="checkbox"/> Jail Facilities                              | <input type="checkbox"/> Sanitary Sewers                        | <input type="checkbox"/> Water Utilities or Operations            |
| <input type="checkbox"/> Electric Utilities                                    | <input type="checkbox"/> Laboratory – Testing or Consulting           | <input type="checkbox"/> Schools                                | <input type="checkbox"/> Waterslides                              |
| <input type="checkbox"/> Emergency Medical Services                            | <input type="checkbox"/> Landfills, Dumps, Refuse Sites, Incinerators | <input type="checkbox"/> Sewage Disposal Plants                 | <input type="checkbox"/> Zoos                                     |

**Water Utility**

N/A

1.  Yes  No Does the entity have a fully computerized water system? (i.e., SCADA)?
2. What is the water utility annual payroll? \_\_\_\_\_
3. How many gallons of potable water are distributed annually? \_\_\_\_\_
4. What is the water system's capacity? \_\_\_\_\_
5. How many water utility customers (hook-ups)? \_\_\_\_\_
6. What percentage is distributed to the following? Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Residential \_\_\_\_\_
7. What is the source of the water supply? \_\_\_\_\_
8. How is the water treated? \_\_\_\_\_
9. What water chemicals are used? \_\_\_\_\_
10. How often does the entity test? \_\_\_\_\_
11. How are the entity's water chemicals stored and secured? \_\_\_\_\_
12. For the water treatment system, identify the following: Year Built? \_\_\_\_\_ Year last upgraded? \_\_\_\_\_  
\_\_\_\_\_ What percentage is older than 20 years? \_\_\_\_\_ What upgrades are planned? \_\_\_\_\_
13.  Yes  No Is the entity required to produce an annual water quality report?  
If "Yes," with what agency is the report filed? \_\_\_\_\_

**Sewage (Wastewater Operations)**

N/A

1. How many wastewater customers? \_\_\_\_\_
2. What percentage is received from each customer type? Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Residential \_\_\_\_\_
3. How many sewer connections? \_\_\_\_\_
4. What type of piping is used in the system? \_\_\_\_\_
5. How many miles of sewer collection lines are maintained by the entity? \_\_\_\_\_  
Note: Connector lines are those that connect plant to plant or a municipal customer to a plant.
6. For the sewer collection system, identify the following: Year built? \_\_\_\_\_ Year last upgraded? \_\_\_\_\_  
What percentage is older than 20 years? \_\_\_\_\_ What upgrades are planned? \_\_\_\_\_
7. What types of facilities are operated?  Treatment Plant  Lift Station  Pumps  Collection Only  
 Other: \_\_\_\_\_
8. Is there a replacement program in place for sewer mains/lines?  
If "Yes," describe: \_\_\_\_\_
9. How often are sewer mains/lines cleaned? \_\_\_\_\_
10. How often are sewer mains/lines inspected by line cameras? \_\_\_\_\_
11. What wastewater treatment is provided?  Primary  Secondary  Tertiary  Other: \_\_\_\_\_
12. What regulatory agency monitors the entity? \_\_\_\_\_
13. How is influent input monitored for toxic/hazardous waste? \_\_\_\_\_
14. How are chemicals stored? \_\_\_\_\_
15. What is done with residual by-products/sludge? \_\_\_\_\_
16. What is the total sewer operations payroll? \_\_\_\_\_

**Dams**

N/A

If the entity owns/maintains more than 1 dam, separate supplemental exposure information must be completed for each.

Name of structure: \_\_\_\_\_ NPDP ID: \_\_\_\_\_

Location: \_\_\_\_\_

Year built: \_\_\_\_\_ Date of last update: \_\_\_\_\_

Owned by:  Entity  Federal Agency  State Government  Other: \_\_\_\_\_

Operated by:  Entity  Federal Agency  State Government  Other: \_\_\_\_\_

1.  Yes  No Is this dam a shared facility? If "Yes," with what entity? \_\_\_\_\_

2.  Yes  No Is there an Emergency Notification Plan? If "Yes," please provide a copy if Dam Failure Coverage is desired.

3.  Yes  No Does the dam currently carry Dam Failure Coverage? Other: \_\_\_\_\_

If "Yes," who is the present insurance carrier? \_\_\_\_\_

4. Purpose of dam (check all that apply):  
 Flood  Irrigation  Industrial  Other: \_\_\_\_\_  
 Power  Water Supply  Recreation

5. Construction  
 Concrete  Earth  Rockfill  Other: \_\_\_\_\_  
 Steel Sheet  Gravity

6. Dimensions  
Surface acres: \_\_\_\_\_ Top width: \_\_\_\_\_  
Storage capacity/acre feet: \_\_\_\_\_ Base width: \_\_\_\_\_  
Height: \_\_\_\_\_

7. Inspections  
Frequency: \_\_\_\_\_ By whom: \_\_\_\_\_  
Date of last inspection: \_\_\_\_\_ Status of recommendations: \_\_\_\_\_

8.  Yes  No Has the dam been included under the National Program for Dam Inspection?

9.  Yes  No Is the dam located directly on the main tributary? What is the name of the tributary river(s) of the impoundment waters? \_\_\_\_\_

10. How is the water level controlled?  
 Gates (identify type and how operated) \_\_\_\_\_  
 Spillway  
 Other: \_\_\_\_\_

11.  Yes  No Does the entity permit any winter sports upstream from the dam? If "Yes," identify details that may jeopardize the dam: \_\_\_\_\_

12.  Yes  No Are there any exposures to recreational areas (swimming, boating, camping, etc.) that are upstream from the dam? If "Yes," provide details on recreational activities provided by the district: \_\_\_\_\_

13.  Yes  No Is Dam Failure coverage desired for this specific dam?

If "Yes," complete the "Downstream Exposures for Dams" and attach a copy of the most current dam inspection report for that dam.

**Downstream Exposures for Dams** (complete only if Dam Failure Coverage is requested)

14. Exposures (check all that apply):

- Yes  No Homes Distance \_\_\_\_\_ Number \_\_\_\_\_
- Yes  No Industrial Complexes Distance \_\_\_\_\_ Type \_\_\_\_\_
- Yes  No Public Utilities Distance \_\_\_\_\_ Number \_\_\_\_\_
- Yes  No Pumping Stations Distance \_\_\_\_\_
- Yes  No Lower Dams Distance \_\_\_\_\_ Names \_\_\_\_\_
- Yes  No Bridges Distance \_\_\_\_\_ Number \_\_\_\_\_
- Yes  No Highways Distance \_\_\_\_\_ Number \_\_\_\_\_
- Yes  No Railroads Distance \_\_\_\_\_ Number \_\_\_\_\_
- Yes  No Schools Distance \_\_\_\_\_
- Yes  No Hospitals Distance \_\_\_\_\_
- Yes  No Camps Distance \_\_\_\_\_
- Yes  No Recreational areas Distance \_\_\_\_\_ Type \_\_\_\_\_
- Yes  No Agricultural Areas Distance \_\_\_\_\_

Type of exposure (livestock, crops, etc.): \_\_\_\_\_

- Yes  No Other Structures Distance \_\_\_\_\_ Number \_\_\_\_\_

Describe structures: \_\_\_\_\_

15. Maximum number of people a flood could affect? \_\_\_\_\_

16.  Yes  No Are surface rights of the reservoir leased to a third party?

If "Yes," with what entity? \_\_\_\_\_

- Yes  No Does the entity provide a Certificate of Insurance? Limit required? \_\_\_\_\_

17.  Yes  No Have there been any incidents or failure within the history of the dam's existence?

If "Yes," provide incident dates and type of loss: \_\_\_\_\_

**Irrigation Operations**  N/A

1.  Yes  No Is public access permitted on canal or levee rights of way?

2.  Yes  No Are any areas open for public use such as hunting, boating or hiking?

3.  Yes  No Are vehicles permitted in public access areas?

4. What type of weed and brush suppression is used? (check all that apply)

Controlled Burns

- Yes  No Are there established procedures for controlled burns?

If "Yes," describe: \_\_\_\_\_

Chemicals

List all chemicals used: \_\_\_\_\_

Where and in what quantity are these chemicals stored? \_\_\_\_\_

- Yes  No Are employees licensed to spray chemicals?

Other: \_\_\_\_\_

5. Describe how irrigation water deliveries are confirmed: \_\_\_\_\_

6. What is the total annual payroll for irrigation operations? \_\_\_\_\_

7. List the total miles of irrigation ditches owned and operated: \_\_\_\_\_ (Ditch miles include total miles of canals & laterals.)

8.  Yes  No Are warning signs posted on all owned facilities?

- Convention Facilities, Exhibit Halls and Meeting Areas
- Special Events
- Parks & Recreation
- Bleachers, Grandstands and Stadiums
- Organized Sports
- Fireworks
- Ice Skating
- Boat Docks/Marinas
- Playgrounds
- Swimming

**Convention Facilities, Exhibit Halls and Meeting Areas**  N/A

1. How many facilities does the entity have? Conventions: \_\_\_\_\_ Exhibit Halls: \_\_\_\_\_ Meeting Areas: \_\_\_\_\_
2. What is the square footage for each? \_\_\_\_\_
3. Who uses the entity's facilities? \_\_\_\_\_
4.  Yes  No Are fees charged for use of any indoor or outdoor facilities?  
If "Yes," estimated annual receipts: \_\_\_\_\_
5.  Yes  No Are outside groups required to provide a Certificate of Insurance?
6. How many days per year are the facilities rented? \_\_\_\_\_

**Special Events**  N/A

1. List each special event:

Description	# of Days	Estimated Receipts (if any)	Location	Premises Owned	Estimated Attendance
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Describe the entity's responsibility for each event or activity (i.e., entity provides premises, funds, personnel, etc.):  
\_\_\_\_\_  
\_\_\_\_\_
3. List each sponsor/co-sponsor and their respective responsibility for each event or activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4.  Yes  No Are independent contractors used to provide any services?  
If "Yes," what services? \_\_\_\_\_
5.  Yes  No Are Certificates of Insurance obtained from sponsors and/or independent contractors?  
If "Yes", limit required? \_\_\_\_\_

**Parks and Recreation**  N/A

1. Identify the recreational activities provided by the entity (check all that apply):

<u>Activity</u>	<u>Receipts (if any)</u>	<u>Activity</u>	<u>Receipts (if any)</u>
<input type="checkbox"/> Baseball fields	_____	<input type="checkbox"/> Parasailing	_____
<input type="checkbox"/> Basketball courts	_____	<input type="checkbox"/> Parks	_____
<input type="checkbox"/> Bike riding	_____	<input type="checkbox"/> Playground equipment	_____
<input type="checkbox"/> Camping	_____	<input type="checkbox"/> Playgrounds	_____
<input type="checkbox"/> Equestrian trails	_____	<input type="checkbox"/> Rollerblading (in-line skating)	_____
<input type="checkbox"/> Football fields	_____	<input type="checkbox"/> Skateboarding	_____
<input type="checkbox"/> Golf Courses/Clubs	_____	<input type="checkbox"/> Ski lifts/Ski trails	_____
<input type="checkbox"/> Hiking trails	_____	<input type="checkbox"/> Soccer fields	_____

2.  Yes  No Does the entity permit any winter sports on their premises?

If "Yes," describe: \_\_\_\_\_

3. What is the total acres of park land? \_\_\_\_\_

4. What safety programs apply to recreational activities? \_\_\_\_\_

5.  Yes  No Does the entity conduct self inspections of all recreational facilities and equipment?

6. How often are the self inspections completed?  Weekly  Monthly  Other: \_\_\_\_\_

7.  Yes  No Are all inspections and corrective actions documented?

**Bleachers, Grandstands and Stadiums**  N/A

1.  Yes  No Any Bleachers or Grandstands? If "Yes," identify:  
Number of bleachers/grandstands: \_\_\_\_\_ Total seating capacity: \_\_\_\_\_

2.  Yes  No Any Stadium Facilities? If "Yes," identify:  
Number of stadiums: \_\_\_\_\_ Total seating capacity: \_\_\_\_\_  
Identify usage: \_\_\_\_\_

**Organized Sports**  N/A

1. List organized recreational activities sponsored by the entity:  None

Activity (Ex. Baseball, football, etc.)	Number of Participants		Entity Sponsored	3 <sup>rd</sup> Party Sponsored		
	Youth?	Adult?	Supervised?	Supervised?	COI to Entity?	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Note: Park and recreation brochures may be provided in lieu of completion of this chart.

2.  Yes  No Does the entity secure liability waiver forms from all participants?

3.  Yes  No Do any third-party sponsors provide their own insurance?

4.  Yes  No Does the entity own, operate or maintain any golf courses?  
If "Yes," total annual rounds of golf: \_\_\_\_\_

**Fireworks**  N/A

1. Identify fireworks events and dates: \_\_\_\_\_
2. What is the expected number of people in attendance? \_\_\_\_\_
3. Where are the fireworks displayed? \_\_\_\_\_
4.  Yes  No Are fireworks detonated by a vendor?
5.  Yes  No Does the vendor provide a Certificate of Insurance? Limit required? \_\_\_\_\_
6.  Yes  No Is the fireworks technician licensed?
7.  Yes  No Is a formal safety procedure in place for each event?  
If "Yes," describe: \_\_\_\_\_

**Ice Skating**  N/A

1.  Yes  No Are outdoor areas provided for ice skating?
2. Who determines the safety of the designated area? \_\_\_\_\_
3. What controls are used to limit access to the skating area? \_\_\_\_\_

**Boat Docks and Marinas**  N/A

1. Total receipts from marina and/or boat dock operations: \_\_\_\_\_
2. Total number of boat slips available for rent: \_\_\_\_\_
3.  Yes  No Do services include boat storage or repair?
4.  Yes  No Does the marina include fueling operations?

**Playgrounds**  N/A

1. Total number of playground areas: \_\_\_\_\_
2.  Yes  No Does the playground equipment meet Consumer Product Safety Commission Guidelines?
3. What protective surface is used in playground areas? \_\_\_\_\_ Depth of surface: \_\_\_\_\_

**Swimming**  N/A

1. Where is swimming permitted? (Check all that apply)  
 Pool  River  Lake  Pond  Reservoir  Other: \_\_\_\_\_
2. Number of indoor pools? \_\_\_\_\_ Number of outdoor pools? \_\_\_\_\_
3. What is the square footage of swimming pools? \_\_\_\_\_
4.  Yes  No Are swimming areas roped or marked?
5. What safety programs apply to swimming areas? \_\_\_\_\_
6.  Yes  No Are lifeguards on duty?
7.  Yes  No Are the lifeguards certified?
8.  Yes  No Are lifeguards present whenever the facility is open?
9.  Yes  No Do any swimming areas include a diving area? If "Yes," describe: \_\_\_\_\_
10.  Yes  No Do any swimming areas include a waterslide? If "Yes," how many? \_\_\_\_\_  
Describe: \_\_\_\_\_

**Cemetery Districts**

N/A

1. How many acres and locations are owned or maintained by the entity for cemetery operations? \_\_\_\_\_
2. Who is responsible for maintenance, site preparation or burial? \_\_\_\_\_
3.  Yes  No Is a written burial agreement required?
4. What is the expected number of interments each year? \_\_\_\_\_
5. What is the entity's policy concerning disinterment requests? \_\_\_\_\_

**Chemical Spraying – Pesticide/Herbicide**

N/A

1. Where and for what purpose are chemicals sprayed? \_\_\_\_\_
2.  Yes  No Are employees licensed?
3. List all chemicals sprayed: \_\_\_\_\_
4. Where and in what quantity are these chemicals stored? \_\_\_\_\_  
\_\_\_\_\_

**Daycare**

N/A

1. What childcare services are provided by the entity?  
 Day Care  Day Camp  Nursery  Other: \_\_\_\_\_
2. What facility or location is used? \_\_\_\_\_
3.  Yes  No Is the facility licensed? If licensed, by what agency? \_\_\_\_\_
4. Number of years in operation? \_\_\_\_\_
5. How many children are enrolled? 0–2 years: \_\_\_\_\_ 3-5 years: \_\_\_\_\_ 6-9 years: \_\_\_\_\_ 10+ years: \_\_\_\_\_
6. What are the days and hours of operation? Days: \_\_\_\_\_ Hours: \_\_\_\_\_
7.  Yes  No Are enrollment forms required?
8. How many staff members? Teachers: \_\_\_\_\_ Volunteers: \_\_\_\_\_

**Landfills, Dumps, Refuse Sites, Incinerator Operations, Sanitation (solid waste)**

N/A

Complete the following if the entity currently owns, operates or maintains any sanitary landfills, landfills, dumps, refuse sites, trash transfer facilities, recycling centers or incinerators.

Location and Operation	Classes of Waste	Area	Age	Active?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

1.  Yes  No Did the entity own, operate or maintain any dump or landfill in prior years?  
If "Yes," what is the current use of the former dump or landfill? \_\_\_\_\_
2.  Yes  No Does the entity contract any part of operations?
3.  Yes  No Has the entity ever been cited or fined for non-compliance with required standards?  
If "Yes," provide details: \_\_\_\_\_
4.  Yes  No Does the entity provide residential refuse collection services to residents?  
If "Yes," where is it sent? \_\_\_\_\_
5.  Yes  No Is public access permitted to any refuse facility owned by the entity?

**Streets and Roads**

N/A

- 1. How many miles of roadway are owned or maintained by the entity? \_\_\_\_\_
- 2.  Yes  No Are any non-owned roadways maintained by the entity for others? If "Yes," Receipts: \_\_\_\_\_
- 3.  Yes  No Is there a routine inspection and maintenance program in place?
- 4.  Yes  No Are there written maintenance logs?
- 5.  Yes  No Is there a road condition complaint log?
- 6.  Yes  No Does the entity perform its own road re-paving or reconstruction? If "Yes," Payroll: \_\_\_\_\_
- 7.  Yes  No Does the entity build new roads? If "Yes," Payroll: \_\_\_\_\_
- 8. How does the entity confirm its roads are properly signed, marked and maintained? \_\_\_\_\_  
\_\_\_\_\_
- 9.  Yes  No Does the entity employ a licensed engineer?
- 10. How many bridges are owned and maintained by the entity? \_\_\_\_\_
- 11.  Yes  No Are bridges subject to periodic inspections?
- 12.  Yes  No Are bridge condition reports documented in writing?

**Miscellaneous Exposures**

- 1.  Yes  No Are there any owned watercraft in excess of 100 horsepower?  
If "Yes," describe: \_\_\_\_\_
- 2.  Yes  No Are any buildings or industrial properties held for redevelopment?  
Number of buildings: \_\_\_\_\_ Location numbers: \_\_\_\_\_  
If "Yes," describe: \_\_\_\_\_
- 3.  Yes  No Are any buildings used for commercial purposes?  
If "Yes," describe: \_\_\_\_\_
- 4.  Yes  No Are any dwellings owned and/or leased to others?  
Number of dwellings: \_\_\_\_\_ Location numbers: \_\_\_\_\_  
If "Yes," describe: \_\_\_\_\_
- 5.  Yes  No Are fund raising activities conducted (including fire dept. and emergency medical services)?  
If "Yes," describe: \_\_\_\_\_  
Total gross receipts from all fund raising activities: \_\_\_\_\_
- 6.  Yes  No Does the entity own, operate or maintain any special districts or utilities other than fire, water utility, waste water, recreation, irrigation or cemetery? If "Yes," provide the following:  
Description of district/utility: \_\_\_\_\_ Payroll: \_\_\_\_\_
- 7. Does the entity perform laboratory testing or consulting for others? If "Yes", receipts: \_\_\_\_\_
- 8. What is the annual payroll for utility construction or repair? \_\_\_\_\_
- 9. Which of the following best describes the entity's use of alcoholic beverages?
  - The entity prohibits alcohol on the premises and at all sponsored functions.
  - The entity permits alcohol on the premises or at sponsored functions, but does not sell it.
  - The entity sells alcohol only at special events.Describe events: \_\_\_\_\_  
 The entity sells alcohol year round (bar or club), which may include special events.

If the entity sells alcohol, please indicate the following:

Annual gross receipts: \_\_\_\_\_

- Yes     No    License/permit required by the state?
- Yes     No    License/permit obtained?
- Yes     No    Have the servers been TIPS trained?

10.  Yes     No    Does the entity purchase Workers' Compensation insurance?

11.  Yes     No    Is Employer's Liability (Stop Gap) Coverage required?

If "Yes", Limit of Insurance: \_\_\_\_\_ Payroll: \_\_\_\_\_

12.  Yes     No    Does the entity confirm that independent contractors and sub-contractors purchase Workers' Compensation insurance?

13.  Yes     No    Does the entity utilize volunteer labor not covered by Workers' Compensation?

General Liability Comments: \_\_\_\_\_

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Law Enforcement limits will be consistent with the General Liability limits.

1.  Yes  No Law Enforcement Line of Duty Accidental Death benefit is available with a limit of \$50,000 per Occurrence per Officer. Is this coverage desired?
  
2. What Law Enforcement Liability Deductible is requested?  
 None default     \$2,500     \$10,000     \$25,000  
 \$1,000     \$5,000     \$15,000
  
3. Indicate the number of personnel.  
 Officers, armed, full-arrest authority: \_\_\_\_\_ (full-time)    \_\_\_\_\_ (part-time)  
 Officers, unarmed, limited authority: \_\_\_\_\_ (full-time & part-time)  
 Administrative: \_\_\_\_\_ (full-time & part-time)  
 Law Enforcement Canine: \_\_\_\_\_
  
4.  Yes  No Is the entity accredited by a professional organization?  
 If "Yes," identify organization: \_\_\_\_\_
  
5. What is the minimum education requirement for hiring officers?  
 High School     College     Other: \_\_\_\_\_
  
6. Identify mandatory screening checks required prior to hiring:  Criminal background     Motor Vehicle Records  
 Psychological testing     Other: \_\_\_\_\_
  
7. Describe law enforcement training that is required of officers with powers of arrest: \_\_\_\_\_  
 \_\_\_\_\_
  
8. Describe training that is required of officers prior to assignment: \_\_\_\_\_  
 \_\_\_\_\_
  
9. Where do officers practice/qualify for use with their firearms? \_\_\_\_\_
  
10. Describe continuing in-service education and training programs: \_\_\_\_\_  
 \_\_\_\_\_
  
11. Does the entity have written policies governing the following?  

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Use of deadly force	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Handling of intoxicated persons
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Use of non-lethal force	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Outside employment (moonlighting)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Vehicle "hot pursuit"	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Armed while off duty
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Domestic violence	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Use of volunteers
  
12.  Yes  No Are policies and procedures distributed to all personnel?
  
13.  Yes  No Are policies and procedures reviewed periodically with personnel as part of training?
  
14.  Yes  No Are policies and procedures reviewed by the entity's legal counsel?
  
15.  Yes  No Does the entity contract law enforcement services to any public or private entity?
  
16. What outside employment (moonlighting) is authorized for the entity's staff? \_\_\_\_\_

17.  Yes  No Does the entity belong to any multi-jurisdictional law enforcement organization such as a drug task force?

If "Yes," describe involvement: \_\_\_\_\_

18.  Yes  No Does the entity participate in a multi-jurisdictional penal institution?

If "Yes," describe involvement: \_\_\_\_\_

Indicate which detention facilities are operated by the entity.

Facility	# of Cells	Age of Facility	Accredited*	Total Square Feet	Inmate Capacity	Average Daily Inmates	Average Length of Stay
Jails			<input type="checkbox"/> Yes <input type="checkbox"/> No				
Holding Facilities			<input type="checkbox"/> Yes <input type="checkbox"/> No				
Juvenile Detention Centers			<input type="checkbox"/> Yes <input type="checkbox"/> No				
Detox Centers			<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No				

\* Accredited by the American Correctional Association

19.  Yes  No Are any facilities operating under a court order or in violation of any local, state or federal codes or standards?

If "Yes," describe: \_\_\_\_\_

20. Are any of the following procedures used in any detention facility?

- Yes  No Visual oversight
- Yes  No Suicide Prevention Measures
- Yes  No Separation of Juvenile / Adult
- Yes  No Medical Intervention

Law Enforcement Liability Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. What fire departments, ambulance corps or rescue squads are to be insured within this entity?

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2. What emergency service operations are conducted?

- Fire Department       Fire Department with Ambulance
- Ambulance Corps       Rescue Squads
- First Responder       Other: \_\_\_\_\_

3. What is the population of the area on a first call basis? \_\_\_\_\_

4.  Yes     No    Do employees and volunteers receive formal training?

If "Yes," how often is training provided? \_\_\_\_\_

5. What is the estimated number of responses annually?

Fire/rescue (non-medical\*) \_\_\_\_\_

Emergency medical runs \*\* \_\_\_\_\_

Non-emergency transports \_\_\_\_\_

\* Use of an automatic defibrillator only without other medical procedures will be considered a non-medical run.

\*\* Includes runs involving patient transports or runs involving medical treatment at the scene of an emergency.

6.  Yes     No    Does the organization have a specially organized hazardous material team?

7.  Yes     No    Do volunteers use personal vehicles for emergencies?

8.  Yes     No    Are all volunteers covered by Workers' Compensation insurance?

9.  Yes     No    Are firefighting or emergency services provided to any private entity?

If "Yes," to what entity? \_\_\_\_\_

10. What is the entity's level of state certification or licensing for emergency medical service?

- Not state certified or licensed
- First Responder
- Basic Life Support
- Advanced Life Support

If "Not state certified or licensed" or "First Responder" was checked above, what is the highest level of service provided?

- Non-medical only
- Basic Life Support
- Advanced Life Support

**Note: Professional Healthcare coverage is included within the General Liability limits.**

Fire and Emergency Medical Services Comments: \_\_\_\_\_

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The Public Officials and Management Liability coverage form is available on an Occurrence or Claims Made (with a specific Claims Made retroactive date) coverage basis. Each coverage form includes:

**Coverage A** provides Wrongful Acts, Employment Practices and Employee Benefits administration errors and omissions.  
\$1,000,000 Each Wrongful Act or Offense  
\$3,000,000 Annual Aggregate

**Coverage B** provides a limited defense cost reimbursement for Injunctive Relief actions.  
\$5,000 Each Action

Employment Practices Liability may be excluded on an optional basis.

1. What is the entity's current coverage?  
 Occurrence  
 Claims Made If Claims Made, what is the current retroactive date? \_\_\_\_\_

2. Deductible requested?  
 None (default)  \$10,000  \$25,000  
 \$5,000  \$15,000  \$50,000  
Note: Deductible applies to Loss and Loss Expense. Underwriters may require higher or lower deductibles than requested.

3. Select a category (check one):  
 Private Entity  
 Public Entity such as a City, Town, Township, Village or Borough  
 Other public entity: \_\_\_\_\_

4. **In addition to the following questions, please attach a copy of the entity's current budget.**  
\$ \_\_\_\_\_ What are the entity's total budgeted expenditures?  
\$ \_\_\_\_\_ How much are excluded operations?  
\$ \_\_\_\_\_ How much of the budgeted operations are insured elsewhere?  
\$ \_\_\_\_\_ How much are allocated to capital expenditures?  
\$ \_\_\_\_\_ What are the debt payments?  
\$ \_\_\_\_\_ What expenditures are considered inter-fund transfers?

- 5.  Yes  No Does the entity have a written Policies and Procedures Manual?
- 6.  Yes  No Are public officials and employees trained in these policies and procedures?
- 7.  Yes  No Are procedures established to meet "open meeting" requirements?
- 8.  Yes  No Are established policies and procedures reviewed by legal counsel?
- 9.  Yes  No Does the entity establish and maintain zoning regulations?
- 10.  Yes  No Does the entity administer building codes?
- 11.  Yes  No Does the entity have a formalized zoning or building codes appeal process?

12.  Yes  No Are there any prior acts or outstanding disputes involving any of the following?

If "Yes", check all that apply:

- Civil rights violations
- Refusal of service
- Inadequacy of service
- Land use planning or development
- Public use of property, wrongful takings, or condemnation proceedings
- Approval of building plans or building specifications
- Any other incidents, accidents, or occurrences

Yes  No Are any of the above not yet a claim?

If "Yes," describe circumstances:

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Yes  No Have any of these events been reported to a current or previous carrier?

If "Yes," explain:

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13.  Yes  No Does the entity want to include Employment Practices Liability coverage?

If "Yes," please complete the Employment Practices Liability Supplement.

If "No," how are Employment Practices addressed?

- Insured Elsewhere
- Self-Insured

Public Officials & Management Liability Comments: \_\_\_\_\_

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- 1.  Yes  No Does the entity have an Employee Handbook?
- 2.  Yes  No Do all employees and volunteers receive a copy of the handbook?
- 3.  Yes  No Does the handbook establish "employment at will"?
- 4.  Yes  No Does the handbook specifically include volunteers?
- 5.  Yes  No Does the entity's legal counsel periodically review the handbook?
- 6.  Yes  No Are employment policy changes communicated to employees?
- 7.  Yes  No Are any of the entity's employees unionized?
- 8.  Yes  No Does the entity apply specific hiring guidelines?
- 9.  Yes  No Does the entity apply specific termination guidelines?
- 10.  Yes  No Are there specifically defined disciplinary actions?
- 11.  Yes  No Are there specific employment grievance procedures?
- 12.  Yes  No Are there specific guidelines concerning Sexual Abuse and Harassment?
- 13.  Yes  No Are termination actions subject to external oversight?
- 14. What is the estimated employee turnover rate each year? \_\_\_\_\_%
- 15. How many involuntary employment terminations each year? \_\_\_\_\_
- 16.  Yes  No Are any EEOC or comparable state agency hearings outstanding?

If "Yes," describe any outstanding employment disputes that are not yet a claim:

\_\_\_\_\_

\_\_\_\_\_

- 17.  Yes  No Does the entity have any knowledge of any incidents, accidents, or occurrences which may result in a claim?

If "Yes," explain:

\_\_\_\_\_

\_\_\_\_\_

Identify if any of the above events have been reported to a current or previous carrier:

\_\_\_\_\_

\_\_\_\_\_

- 1.  Yes  No Are all of the entity's owned or leased vehicles to be insured under this policy?  
If "No," list vehicles insured elsewhere.  
\_\_\_\_\_
  
- 2.  Yes  No Does the entity require any motor carrier filings?  
If "Yes," indicate vehicles and usage:  
\_\_\_\_\_
  
- 3.  Yes  No Does the entity hire automobiles?  
If "Yes," indicate cost and usage:  
\_\_\_\_\_
  
- 4.  Yes  No Does the entity permit employees to use their own vehicles in the course of employment?  
If "Yes," list employees, for what purpose, and the limit of insurance that an employee must provide:  
\_\_\_\_\_  
\_\_\_\_\_
  
- 5.  Yes  No Does the entity permit employees to use its own autos for personal use?  
If "Yes," describe vehicle usage: \_\_\_\_\_
  
- 6.  Yes  No Are any vehicles used to provide public transportation?  
If "Yes," describe vehicle usage: \_\_\_\_\_
  
- 7.  Yes  No Are any vehicles used to provide transportation for recreational activities?  
If "Yes," describe vehicle usage: \_\_\_\_\_
  
- 8.  Yes  No Does the entity require Commercial Drivers Licensing (CDL)?
  
- 9.  Yes  No Does the entity obtain Motor Vehicle Records on a pre-hire basis?
  
- 10.  Yes  No Are Motor Vehicle Records checked for current employees?
  
- 11.  Yes  No Does the entity require formal driver training for its employees?
  
- 12.  Yes  No Does the entity have a formalized automobile safety program in place?
  
- 13.  Yes  No Does the entity review each motor vehicle accident?
  
- 14.  Yes  No Does the entity have a formalized automobile maintenance program in place?

Auto Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Excess Liability coverage form is available with limits up to:

\$10,000,000 Each Occurrence

\$10,000,000 Aggregate

All underlying coverage to be scheduled must be provided by the program. Exceptions are permitted for Employers' Liability coverage. If coverage is insured elsewhere, then the minimum underlying limits required to schedule Employers' Liability are:

\$500,000 Each Accident

\$500,000 Disease per Employee

\$500,000 Disease Aggregate

For Employer's Liability Coverage insured elsewhere, provide the following:

Policy Number: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Policy Limits: \_\_\_\_\_

Carrier Name: \_\_\_\_\_

1. Excess Limit requested?

- \$1,000,000 / \$1,000,000 Aggregate
- \$2,000,000 / \$2,000,000 Aggregate
- \$3,000,000 / \$3,000,000 Aggregate
- \$4,000,000 / \$4,000,000 Aggregate
- \$5,000,000 / \$5,000,000 Aggregate
- \$6,000,000 / \$6,000,000 Aggregate
- \$7,000,000 / \$7,000,000 Aggregate
- \$8,000,000 / \$8,000,000 Aggregate
- \$9,000,000 / \$9,000,000 Aggregate
- \$10,000,000 / \$10,000,000 Aggregate

Excess Liability Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PLEASE READ CAREFULLY --- GENERAL FRAUD WARNING NOTICE

Any person who knowingly and with intent to defraud any insurance company or another person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent act, which is a crime and may subject the person to criminal and civil penalties.

### STATE-SPECIFIC FRAUD WARNING NOTICES

#### Arkansas Fraud Warning

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information on an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

#### Colorado Fraud Warning

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of Insurance within the department of regulatory agencies.

#### District of Columbia Fraud Warning

WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by an applicant.

#### Florida Fraud Warning

Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

#### Hawaii Fraud Warning

For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

#### Kentucky Fraud Warning

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

#### Louisiana Fraud Warning

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

#### Maine Fraud Warning

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

#### Maryland Fraud Warning

Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly and willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

#### New Hampshire Statement of Residency

To procure automobile insurance, I hereby attest that I am, and each named insured is, a resident of the State of New Hampshire. I understand that if I falsely claim for myself or any named insured to be a resident of the State of New Hampshire, I am subject to prosecution, imprisonment of up to one year, a fine of \$2,000 and the denial of coverage for any loss, not occurring in New Hampshire, under the automobile insurance policy for which I am applying. I also understand that this statement will be relied upon in connection with future renewals of the automobile insurance policy for which I am applying, and that it is my responsibility to inform my insurance company before my next renewal after I or any named insured ceases to be a New Hampshire resident and that I will be subject to the penalties listed above if I fail to do so.

#### New Jersey Fraud Warning

Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

#### New Mexico Fraud Warning

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to civil fines and criminal penalties.

#### New York Fraud Warning

Automobile Insurance: Any person who knowingly and with intent to defraud any insurance company or other person files an application for commercial insurance or a statement of claim for any commercial or personal insurance benefits containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, and any person who, in connection with such application or claim, knowingly makes or knowingly assists, abets, solicits or conspires with another to make a false report of the theft, destruction, damage or conversion of any motor vehicle to a law enforcement agency, the department of motor vehicles or an insurance company, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed \$5,000 and the value of the subject motor vehicle or stated claim for each violation.

Other Types of Insurance: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed \$5,000 and the stated value of the claim for each such violation.

#### Ohio Fraud Warning

Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

#### Oklahoma Fraud Warning

WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

#### Oregon Fraud Warning

Any person who knowingly and with intent to defraud or solicit another to defraud an insurer: (1) by submitting an application, or (2) by filing a claim containing a false statement as to any material fact, may be violating state law.

#### Pennsylvania Fraud Warning

All Types of Insurance: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Motor Vehicle Insurance: Any person who knowingly and with intent to injure or defraud any insurer files an application or claim containing any false, incomplete or misleading information shall, upon conviction, be subject to imprisonment for up to seven years and payment of a fine of up to \$15,000.

#### Tennessee Fraud Warning

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.

#### Virginia Fraud Warning

It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

#### Washington Fraud Warning

It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

**APPLICATION CHECKLIST**

- COMPLETED SUPPLEMENTAL APPLICATION AND ACORD APPLICATIONS/SCHEDULES?
- SIGNATURES ON APPLICATIONS AND STATEMENT OF VALUES WHERE REQUIRED?
- COPY OF ENTITY'S MOST RECENT BUDGET PROVIDED?
- VERIFIED LOSS HISTORY, INCLUDING LARGE LOSS DETAILS?
- STATEMENT OF VALUES FOR PROPERTY AND EQUIPMENT?

**Additional Information**

**I CERTIFY THE INFORMATION CONTAINED WITHIN THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Your signature below acknowledges that you have read the General Fraud Warning Notice and the State Specific Fraud Warning Notice that applies to your state of domicile.

**The undersigned is an authorized representative of the applicant and certifies the information provided to obtain this coverage is accurate to the best of their knowledge, this includes any applications, locations schedules, valuation statements, loss history information and engineering reports.**

\_\_\_\_\_  
SIGNATURE OF PROPOSED INSURED

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PROPOSED AGENT

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE